

Accounting & Payroll Assistant

Small local Tax & Accounting Business is looking for a Payroll and Accounting Assistant.

Duties include:

Processing payroll for multiple clients and pay schedules
Must have knowledge of quarterly payroll tax processing
General Accounting including: accounts payable, accounts receivables, bank reconciliation, vendor statement reconciliations and other bookkeeping related activities.

Requirements and Qualifications:

Knowledge of payroll regulations and software
Computer skills required include Outlook, Excel, Word and Quickbooks
Strong written & verbal communication skills
Accuracy and attention to detail
Ability to multi-task, use good judgment, work efficiently and independently
Ability to follow written and verbal instructions
Must be able to maintain confidentiality

This is a fast paced work environment. We provide complete accounting services to various businesses in the area. Individual must be detail oriented, organized and able to multitask.